

S E C R E T

## MEMORANDUM FOR THE RECORD

Subject: Office of Personnel FY 1985 Third Quarterly Review

1. The Office of Personnel (OP) FY 1985 Third Quarterly Review was held on 23 August at 0930 hours. The session opened with a brief round table discussion on the previous nights' meeting with visiting College Placement Officers.

25X1 2. [ ] the Executive Officer, discussed employee benefit  
changes thus far during the fiscal year, (a) effective 1 January 1985 the  
Association Benefit Plan was enhanced by making changes in deductibles and  
adding several new coverages; (b) the Specific Dread Disease Policy was  
25X1 modified, effective 1 July 1985, to include several new diseases; (c) the  
Overseas Medical program was improved; (d) the [ ] Program was  
implemented; (e) the Mobility Incentive Payment was increased; (f) new areas  
25X1 were added to the Addition to Compensation list [ ]  
25X1 [ ]

(g) Independent contractors may now be compensated for  
personal property loss relative to their tasking by the Agency; and (h) new  
pay schedules were established or extended to include Engineers, Physical  
Scientists, ADP and Secretarial occupations. Improvements also were made in  
Danger, Overseas and Sunday Premium Pay; refinements have been made in the  
procedures and practices effecting employee couples; and improvements were  
made regarding leave, reemployment rights, and new employee travel.

25X1 3. [ ] Chief, Personnel and Career Management Staff, spoke  
briefly on staffing and hiring. He stated that while OP as an office was  
presently over its authorized ceiling, the number of requirements for which  
25X1 ceiling is not authorized [ ]  
25X1 [ ] and the increasing number of new requirements to fill MP positions  
throughout the Agency has prompted OP to undertake an active recruitment  
campaign. Presently the MP Career Subgroup has [ ] requirements  
25X1 (ceiling and non-ceiling) but only [ ] The shortfall is being  
25X1 handled through the use of non-MP careerists on rotation and the attempt to  
hire external candidates. The current net shortage was [ ] with the  
25X1 possibility of that figure increasing to [ ] through FY 1987. OP has pursued a  
vigorous advertising campaign and, as a result, has received over 2,000  
25X1 resumes since July 1984. OP has EOD'd [ ] external candidates in the past  
25X1 year, has [ ] in process and has continuing interest in [ ] others.

25X1 4. [ ] discussed training programs either existing or  
under development for OP Careerists. These courses have been very well  
25X1 received with more than [ ] careerists participating.

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25X1 5. The Black Program Manager, [ ] discussed women and minorities in the Agency with many handouts presented. A decline in minority Office/Technical EOD's for FY 1985 was noted and much of the discussion centered on ways to increase minority EOD's for FY 1986.

25X1 6. [ ] from Position Management and Compensation Division (PMCD) discussed the recent activity of the Secretarial Task Force defining the key points and discussing the progress made. PMCD is proposing a four-level secretarial pay plan with qualifying criteria for each level. The establishment of an Executive Secretarial Career Service is also being considered.

25X1 7. The final presentation was given by [ ] from  
25X1 Recruitment Operations Division. [ ] stated that a secure voice/data  
25X1 link [ ] Washington, D.C. is scheduled to be activated by  
late August. Applicant data and other materials can be electronically  
25X1 transmitted between Employment and the [ ] Activity  
25X1 Center. [ ] also advised that, (a) the Recruitment Activity Centers  
have been authorized to purchase video equipment to support their activities,  
25X1 (b) [ ] was scheduled to relocate, (c) OP plans to solicit bids  
from firms which provide hiring/finding services to assist in locating  
applicants in the hard-to-hire categories, (d) five new recruiters have been  
identified to supplement the existing number of recruiters, and (e) six "good  
faith" contracts have been issued to applicants in Washington and Dallas.

8. The meeting was adjourned by Mr. Fitzwater.

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